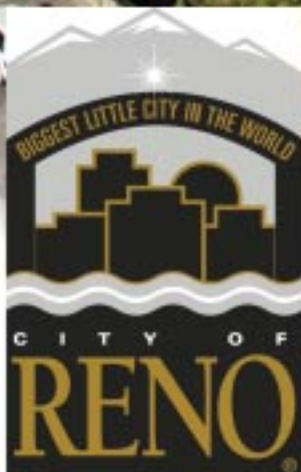
An aerial photograph of the Reno City Center, a tall glass skyscraper, and the Reno Arch, a large concrete sculpture. The city of Reno is visible in the background under a clear blue sky.

THE CITY OF RENO IS SEEKING AN EXPERIENCED DIRECTOR OF HUMAN RESOURCES



UNIQUE OPPORTUNITY

The City of Reno is seeking an experienced, collaborative, customer service oriented professional to serve as Director of Human Resources. This vacancy exists due to the recent promotion of the former Director.



THE COMMUNITY

The City of Reno, with a population of 204,000, is the largest city in Northern Nevada. Located in Washoe County, Reno is the center of commerce and culture in Northern Nevada and is the well-known gateway to entertainment and outdoor recreation for all ages. Washoe County is nestled on the eastern slope of the Sierra Nevada Mountains in an area called the Truckee Meadows. The Truckee Meadows and surrounding area provide unlimited indoor and outdoor recreational activities. Within a fifty-mile radius lie spectacular Lake Tahoe and the largest concentration of ski areas and ski facilities in the world. Biking, camping, hunting, fishing, and mountain climbing are all available within a thirty-minute drive. Reno's appeal is not limited to recreational activities and entertainment. The highly rated educational system includes the Washoe County school system and the University of Nevada with 15,000 students who provide a positive ambiance to the community's culture and diversity. Affordable

housing, good schools, an emerging world-renowned arts scene, a stable and growing economy, and the enviable position of no corporate or personal income tax, add to the attractiveness and appeal of the City of Reno.

People love living in the Truckee Meadows and it shows. Each year the City of Reno conducts a Citizen Satisfaction Survey. In 2002, 87.1% of respondents said they were satisfied with their quality of life; 91.4% said they feel safe in their neighborhood, and two-thirds said the City's 1,580 employees are knowledgeable about their jobs, courteous, responsive, and accessible to citizens. The City of Reno takes great pride in these survey results.

Reno has experienced significant growth during the past several years, and has invested a significant amount of funding in the downtown area to modernize and beautify the infrastructure and facilities. A maintenance district was established to ensure that the downtown area remain clean and beautiful. A downtown police district was established to ensure a safer environment. A new 2.3 mile below-grade

railroad transportation corridor has eliminated 10 at-grade crossings and thus improved the efficiency and aesthetics of the downtown area where a portion of the tracks are located.

The City's economy is principally based on trades and services, with approximately 62% of Reno's work force employed in those sectors. Although gaming and other recreational activities represent a significant portion of the area's growing economy and assessed valuation, Reno is experiencing gradual diversification of its business base with the expansion of distribution and manufacturing facilities. Contributing to the City's growth is the Nevada's Freeport Law, which exempts state taxation on all personal property in transit through Nevada while it is being stored, assembled, or processed for use in another state.

CITY GOVERNMENT

The City of Reno has a council-manager form of government. The Mayor is

the chief elected official and formal representative of the City. City Council members are elected to staggered, four-year terms with five members elected by ward, and one elected at-large. The City Manager is selected by the Council and is the administrative head of the City's various departments. Charles McNeely has served as Reno's City Manager since 1996, during which time the City has risen to national prominence as a model for local government.

The City was first incorporated in 1897 and then re-incorporated in 1903. City leaders emphasize quality of life in the community and focus on public safety, recreation, arts, culture, and maintenance of the infrastructure. Downtown development and citywide economic development are a priority for the City. As a full-service city, Reno has an operating budget of \$176.8 million, a total city budget of \$467.3 million city-wide, and nearly 1,850 full-time and temporary employees. Major city departments are: Police, Fire, Finance, Development

OUR MISSION

To provide the City of Reno with efficient and effective customer service in the management of its human resources, labor/employee relations, and records services which subscribe to the principles of merit and fair and equal treatment of all people concerned, while promoting the values of a diverse, appreciated, dedicated and empowered workforce.



Services, and Human and Community Services.

Reno city government operates based on clearly outlined values, vision, and goals with a performance-based budget and well defined City Council priorities. Noteworthy is the fact that the City of Reno recently received national recognition for its positive labor-management environment and achievements. Collective bargaining agreements are consistently in the form of multi-year agreements.

THE HUMAN RESOURCES DEPARTMENT

The Director of Human Resources reports to the City Manager's Chief of Staff, while also working closely with the City Manager. The Director oversees the following divisions:

- Employee Benefits – Administers the City's employee classification/compensation plans, group health and benefit programs, and related employee services.
- Employee Relations – Provides counseling and support to the City's operating departments and establishes and

maintains positive and collaborative relations with organized and non-represented employee groups. Employee Relations handles contract negotiations (labor relations), counseling, and discipline.

- Workforce Planning, Development and Retention – Administers recruitment and selection to provide the City with an efficient, diverse, and highly qualified workforce, and to predict and meet future personnel needs by implementing workforce planning and development strategies.

The Director also serves as the City's primary liaison to the Civil Service Commission. The Director oversees a Department of 10.5 FTE with a FY 2006-07 budget of approximately \$16.5 million (\$15 million Self-Funded Medical Funds).

CURRENT ISSUES AND PRIORITIES

Some of the projects and priorities that will demand the immediate and near-future attention of the new Director of Human Resources include:

- A Compensation and Classification Study is underway for all city positions exclusive of public safety.
- Labor Relations – The City of Reno has 10 bargaining groups. The City is currently at the table with two bargaining units seeking impasse resolution and negotiations for beyond the one-year resolution of the impasse for each of these units. It is paramount for the new Director to establish good working relationships with each of these bargaining groups. As such, candidates with experience in collective bargaining (labor relations) and interest-based bargaining will be favorably considered.
- Health Program Third Party Administrator Audit
- Continuing focus on providing world class customer service to the City's employees and to other agencies with which the City has a contractual relationship including the Reno Housing Authority, the Truckee Meadows Water Authority, and the Civil Service Commission.

THE IDEAL CANDIDATE

The ideal candidate will be a seasoned public personnel professional with strong technical human resource and dispute resolution skills, and considerable experience managing all aspects of public sector human resources, including specific expertise in labor management with a good understanding of labor law. This challenging position seeks an ethical, conscientious, collaborative, and customer service oriented manager who is dedicated to leadership, teamwork, and individual professional excellence; who wants to serve as a proactive catalyst for service delivery improvement through sound business practices and innovation; and who values employees as the City's greatest asset. Successful candidates will bring a sense of leadership and vision to the Department, with the ability to both mentor and empower a staff of primarily younger human





resource professionals. The ideal candidate is a strategic thinker committed to staff development and comfortable working with a broad range of City officials and management staff.

Specific requirements are as follows:

Education and Experience

A Bachelor's degree in Human Resources management, Business/ Public Administration or related field is required, along with eight years minimum of progressively responsible experience in public sector human resources; minimum five years in a supervisory capacity as a department head or high-level assistant; a Master's degree is highly desirable.

Personality/Management Style

Other skills and traits that are required include:

- High degree of integrity
- Brings a "roll up your sleeves" approach to the position with a "can do" attitude
- Customer service orientation
- Creative and results-oriented problem solver who anticipates change and can add to the organization's present value

- Has a positive track record for staff development and empowerment
- Welcomes a challenge
- Ability to multi-task in a fast-paced environment
- Politically sensitive and aware without being political; comfortable working in a political environment
- A sense of humor
- Collaborative skills
- Outstanding communicator; able to tailor the message appropriately to the level of audience being addressed
- Willing and able to hold people accountable while simultaneously empowering them
- Exceptional organizational skills

COMPENSATION AND BENEFITS

The salary range for this position is **\$100,089 to \$142,983 plus a 10% performance-based bonus potential.**

Appointment within the salary range will be based on qualifications and experience.

The City's excellent benefit program includes the following:

- Retirement – The City offers a Nevada PERS plan that is fully funded with City contributions totaling 19.75% and increasing in FY 07-08 (vesting in five years).
- Health Benefits – Medical, dental, and vision plans are presently covered 100% by the City for employees.
- Vacation – Accrued at the rate of 208 hours annually
- Holidays – 12 paid holidays annually
- Deferred Compensation – City will match up to a 5% contribution
- Auto Allowance – \$500 per month
- Cell Phone Allowance – \$80 monthly allowance
- Insurance – Term life insurance equal to twice an employee's annual salary. Long-term disability insurance is also provided.
- Sick Leave – Accrued at a rate equal to 104 hours annually. Upon retirement, employee can be compensated on a graduated scale for a portion of accumulated sick leave above certain threshold hours.
- The City does not participate in social security; however, a Medicare deduction (1.45%) is required. Nevada does not have a state income tax system.

APPLICATION AND SELECTION PROCESS

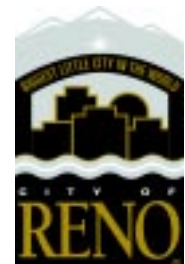
To be considered for this challenging and rewarding career opportunity, please submit your résumé, list of four work-related references (who will not be

contacted early in the process), and current salary by **Monday, June 25, 2007**. Résumés should reflect months **and** years of positions held, as well as size of staff and budget you manage. Forward your materials to:



Stuart Satow
CPS Executive Search
241 Lathrop Way
Sacramento, CA 95815
Tel: (916) 263-1401
Fax: (916) 561-7205
E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/search
City Website: www.cityofreno.com

Following the final filing date, resumes will be screened in relation to the criteria outlined in this brochure. Preliminary screening interviews will be conducted by mid-July with those whose overall credentials are deemed most qualifying. Reno officials will then invite a small number of candidates to compete in a final selection process by early August. An appointment is expected in mid-August, following extensive background and reference checks.



The City of Reno is an Equal Opportunity/ADA Employer